

STAFF REPORT

Meeting Date: March 24, 2004

Agenda Item 11

TO: LAFCO Commissioners

FROM: Everett Millais, Executive Officer

SUBJECT: FY 2003-2004 Budget Report – Six Months Ending December 31, 2003

RECOMMENDATION:

- A. Approve an adjustment to the FY 2003-2004 budget to decrease the Designation for Subsequent Year Financing account by \$38,900 and to increase the Fund Balance by \$38,900.
- B. Adjust the FY 2003-2004 budget to decrease the revenues from other governmental agencies (account code 9372) from \$390,699 to \$390,691, and to decrease the expenditures for other professional and specialized services (account code 2199) from 134,510 to \$134,502, resulting in a decrease in both total revenues and total expenditures of \$8.
- C. Receive and file the FY 2003-2004 Budget Report – Six Months Ending December 31, 2003

DISCUSSION:

LAFCO policies and procedures require the Executive Officer to provide the Commission with quarterly budget reports. The County Auditor Controller has prepared the attached budget to actual report for the six months ending December 31, 2003 (50% of the year).

After the Commission took action last September to adjust the FY 2003-2004 budget to provide for a larger than anticipated fund balance, the Auditor-Controller determined that the adopted budget was prepared using \$38,900 designated for subsequent year financing as a part of fund balance. To properly account for this fact, it is recommended that the Commission formally adjust the FY 2003-2004 budget to decrease Designation for Subsequent Year Financing by \$38,900 and increase the Fund Balance by \$38,900.

COMMISSIONERS AND STAFF

COUNTY:

Kathy Long
Linda Parks
Alternate:
Steve Bennett

CITY:

Evaristo Barajas
Don Waunch
Alternate:
John Zaragoza

SPECIAL DISTRICT:

Jack Curtis
Dick Richardson
Alternate:
Ted Grandsen

PUBLIC:

Louis Cunningham, Chair
Alternate:
Kenneth M. Hess

EXECUTIVE OFFICER:

Everett Millais

PLANNER III:

Hollee Brunsky

CLERK:

Debbie Schubert

LEGAL COUNSEL:

Noel Klebaum

This is an accounting transaction necessary to properly display what occurred as a part of the Commission's budget adoption proceedings. There is no effect on revenues or expenditures.

This budget report also reflects that all revenue due to LAFCO from other agencies has been collected, except for \$8 (account code 9372). Consistent with the law the Auditor-Controller apportions the budgeted revenue, net of interest and fees, 1/3 to the County, 1/3 to the cities and 1/3 to the independent special districts. Based on the apportionments, the Auditor-Controller is also required to request payment from the County, the cities and the independent special districts, for the respective amounts due from each agency. This fiscal year all agencies have paid all amounts due except the Piru Public Cemetery District.

The Piru Public Cemetery District's apportioned share of revenue for the LAFCO budget for this fiscal year is \$8. The Auditor-Controller has sent two separate bills to this District, but no payment has been received. Provisions of the Government Code provide for the Commission to request the Auditor-Controller to collect the required payment from property tax, or any eligible revenue, owed to the District. However, given the small amount due and the costs involved in further pursuing collection, it is recommended that the Commission adjust and decrease the revenue and expenditure portions of the budget by \$8. Specifically it is recommended that the Commission reduce revenue account code 9372, Other Governmental Agencies, from \$390,699.00 to \$390,691, and reduce expenditure account code 2199, Other Professional & Specialized Service, from \$134,510.00 to \$134,502.00

Except for the administrative and minor adjustments noted, no other adjustments or transfers between major account code series or from contingencies are necessary or recommended. Overall expenditures are below the budget (approximately 40% of budget at 50% of the fiscal year). Staff continues to closely monitor the budget in terms of actual expenditures and revenues each month.

The only expenditures not anticipated prior to the adoption of this budget are additional Graphics Charges (2177), due to reproduction of Municipal Service Review Draft and Final reports, and monthly information packets. The majority of these expenses will be offset by the Copy Machine Charges account (2178). The expenses in the Public & Legal Notices account (2261) are, for the most part, due to administrative fees imposed by the County Clerk and Records office for required CEQA postings for Municipal Service Reviews. Required CEQA posting with the Clerk and Recorder for all annexation and reorganization proposals are initially paid out of the Public & Legal Notices account, but are reimbursed by the applicants and appear as revenue.

The next quarterly budget report covering three quarters of the fiscal year will be provided as soon as the information is available, possibly in conjunction with the preliminary budget for fiscal year 2004-2005 at the April 21, 2004 meeting.

VENTURA LOCAL AGENCY FORMATION COMMISSION
BUDGET TO ACTUAL FY2003-04
FOR SIX MONTHS ENDING DECEMBER 31, 2003 (50% of year)
Fund 7920, Organization 8950

Summary	Budget	Adj. Budget	To Date	% of Budget
Estimated Revenue	641,215	695,725	425,556	61.167%
Appropriations	641,215	695,725	275,559	39.607%

Account Number	Title	BUDGET			ACTUAL YTD		Total Revenue/ Obligation	Variance Favorable (Unfavorable)
		Budget	Adjustments	Adjusted Budget	Actual	Encumbered		
FUND BALANCE	(1)	127,116	93,409.90	220,526				
DESIGNATION FOR SUBSEQUENT YR FINANCING	(2)	38,900	(38,900.00)	-				
REVENUE								
8911	Interest Earnings	4,500.00		4,500	1,467.40	0.00	1,467.40	(3,032.60)
9372	Other Governmental Agencies	390,699.00		390,699	390,691.00	0.00	390,691.00	(8.00)
9772	Other Revenue - Miscellaneous	80,000.00		80,000	33,397.50	0.00	33,397.50	(46,602.50)
	Total Revenue	475,199.00	0.00	475,199.00	425,555.90	0.00	425,555.90	(49,643.10)
	TOTAL SOURCES	641,215.00	54,509.90	695,724.90	425,555.90	0.00	425,555.90	(49,643.10)
EXPENDITURES								
1101	Regular Salaries	221,253.00		221,253	100,932.12	0.00	100,932.12	120,320.88
1102	Extra Help	25,000.00		25,000	0.00	0.00	0.00	25,000.00
1106	Supplemental Payments	7,615.00		7,615	5,544.09	0.00	5,544.09	2,070.91
1121	Retirement Contribution	0.00		0	(4,188.83)	0.00	(4,188.83)	4,188.83
1122	OASDI Contribution	11,915.00		11,915	3,901.47	0.00	3,901.47	8,013.53
1123	FICA - Medicare	3,362.00		3,362	1,497.93	0.00	1,497.93	1,864.07
1126	POB Debt Service	32,450.00		32,450	15,282.38	0.00	15,282.38	17,167.62
1141	Group Insurance	15,332.00		15,332	4,794.53	0.00	4,794.53	10,537.47
1142	Life Ins/Dept. Heads & Mgmt.	105.00		105	49.43	0.00	49.43	55.57
1143	State Unemployment Ins.	349.00		349	157.97	0.00	157.97	191.03
1144	Management Disability Ins.	936.00		936	384.37	0.00	384.37	551.63
1146	Med Ins Surc	2,657.00		2,657	669.28	0.00	669.28	1,987.72
1165	Worker Compensation Ins	3,372.00		3,372	1,864.24	0.00	1,864.24	1,507.76
1171	401K Plan	5,465.00		5,465	2,526.89	0.00	2,526.89	2,938.11
	Salaries and Benefits	329,811.00	0.00	329,811	133,415.87	0.00	133,415.87	196,395.13
2032	Telephone Charges - Non ISF	150.00		150	59.15	90.85	150.00	0.00
2033	Voice/Data ISF	5,000.00		5,000	1,061.46	0.00	1,061.46	3,938.54
2071	General Insurance Alloca - ISF	1,500.00		1,500	766.00	0.00	766.00	734.00
2073	General Liability 1099	0.00		0	0.00	0.00	0.00	0.00
2121	Building Maintenance	0.00		0	0.00	0.00	0.00	0.00
2125	Facil/Matls Sq. Ft. Alloc. - ISF	12,900.00		12,900	6,156.00	0.00	6,156.00	6,744.00
2141	Memberships & Dues	4,500.00		4,500	2,957.00	0.00	2,957.00	1,543.00
2154	Education Allowance	3,000.00		3,000	132.00	0.00	132.00	2,868.00
2158	Indirect Cost Recovery	10,904.00		10,904	5,452.00	0.00	5,452.00	5,452.00
2172	Books & Publications	500.00		500	0.00	0.00	0.00	500.00
2173	Office Supplies	2,700.00		2,700	514.67	1,980.16	2,494.83	205.17
2174	Mail Center - ISF	10,600.00		10,600	5,094.00	0.00	5,094.00	5,506.00
2176	Purchasing Charges - ISF	1,000.00		1,000	117.90	0.00	117.90	882.10
2177	Graphics Charges - ISF	1,800.00		1,800	3,174.23	0.00	3,174.23	(1,374.23)
2178	Copy Machine Charges - ISF	2,600.00		2,600	399.33	0.00	399.33	2,200.67
2179	Miscellaneous Office Expense	10,000.00		10,000	707.05	0.00	707.05	9,292.95
2191	Board Members Fees	4,000.00		4,000	1,250.00	0.00	1,250.00	2,750.00
2192	Information Technology - ISF	350.00		350	319.50	0.00	319.50	30.50
2197	Public Works - Charges	35,000.00		35,000	7,703.36	12,346.32	20,049.68	14,950.32
2199	Other Prof & Spec Service	80,000.00	54,509.90	134,510	54,509.90	0.00	54,509.90	80,000.00
2214	County GIS Expenses	23,800.00		23,800	12,301.13	0.00	12,301.13	11,498.87
2261	Public & Legal Notices	1,500.00		1,500	3,373.23	0.00	3,373.23	(1,873.23)
2273	IBM PC Leasing - Non ISF	4,800.00		4,800	2,335.56	2,336.44	4,672.00	128.00
2304	County Clerk	0.00		0	0.00	0.00	0.00	0.00
2304	County Assessor	6,000.00		6,000	0.00	0.00	0.00	6,000.00
2304	County RMA	0.00		0	0.00	0.00	0.00	0.00
2304	County Counsel	12,000.00		12,000	5,313.34	0.00	5,313.34	6,686.66
2522	Private Vehicle Mileage	6,000.00		6,000	2,321.28	0.00	2,321.28	3,678.72
2523	Conf. & Seminars Expense	12,500.00		12,500	9,371.47	0.00	9,371.47	3,128.53
	Services and Supplies	253,104.00	54,509.90	307,613.90	125,389.56	16,753.77	142,143.33	165,470.57
6101	Contingency	58,300.00	0.00	58,300.00	0.00	0.00	0.00	58,300.00
	TOTAL EXPENDITURES	641,215.00	54,509.90	695,724.90	258,805.43	16,753.77	275,559.20	420,165.70
		0.00	0.00	0.00				

	Fund Balance	Designations
(1) Actual balance on VCFMS	181,625.50	66,021.46
Transfer from "Design. for Subs. Yr. Financing"	38,900.00	(38,900.00)
Adjusted to net cost \$166,016.00	220,525.50	27,121.46

(2) Designation balance \$27,121.46

(3) Object 2199 includes \$54,510 in rolled encumbrances offset by Reserve for encumbrances at July 1, 2003.

(4) Note: year to date as recorded; no projection at this time